

Central Wisconsin Community Action Council, Inc.

EPF&A Committee Meeting Minutes

September 11, 2020

Present: Dave Singer, Muriel Harper, Donna Maly (by Zoom), Charlie Krupa (by Zoom), and John Earl

Excused Absence: None

Staff: Fred Hebert, Kari Labansky (by Zoom), and Donna Lynch

Guests: None

1. John Earl called the meeting to order and roll call was taken with five members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the August 14, 2020 EPF&A Committee meeting.
3. Fred reported that we advertised two open positions; Resource Specialist/Program Case Manager for the Beaver Dam Office, and Baraboo Homeless Shelter Manager. The Workforce Development Board has funding to hire two people affected by the pandemic to help out in our food pantries. We are searching for a helper for the Adams Mobile Pantry. We hired a part-time staff member to assist with Adams property maintenance.
4. Kari presented the Finance Report. The contract period for our WRAP Program is May 20, 2020 through December 16, 2020. The total contract is \$867,390 with direct client benefits at \$693,912, program services at \$86,739, and administration at \$86,739. Benefits paid to each county include: Adams - \$23,690, Columbia - \$163,777, Dodge - \$209,818, Juneau - \$73,094, and Sauk - \$220,346. The total amount spent on rent was \$664,469, security was \$4,750, and lot assistance was \$21,506. Motion passed by unanimous vote approving the Finance Report as presented with thanks to Kari.
5. Committee members discussed page 3 of the Personnel Policy Manual regarding Nepotism, page 6 regarding Conflict of Interest/Nepotism, and By-Law 2.12 regarding Board of Directors gifts and gratuities. After discussion, motion was made by Muriel Harper to delete wording on page 3 - Nepotism as follows: "A person ~~on the Board of Directors~~ or employed by the agency having direct supervision and authority over a member of his/her immediate family." Seconded by Donna Maly. Motion carried with four yes votes and one no vote. After further discussion, motion passed by unanimous vote to eliminate the paragraph on page 3 - "Nepotism: A person employed by the agency having direct supervision and authority over a member of his/her immediate family." Motion passed by unanimous vote eliminating two paragraphs on page 6 which read, "Conflict of Interest/Nepotism: No employee shall hold a job with CWCAC while she/he or any member of his/her immediate family serves on the Board of Directors or any committee of any Board that sets policy relating to his/her job. No applicant for employment shall be considered where placement in that position would constitute a conflict of interest, nor shall any existing employee be placed in or hold a position which would constitute a conflict of interest." John Earl asked Fred to put this final information together for review at the next EPF&A Committee Meeting.
6. Motion passed by unanimous vote authorizing Fred to pursue the following business transactions and provide the committee with more information as it becomes available: 1) Men's Shelter - Beaver Dam, with loan of \$70,000 from National Exchange Bank; 2) Construction of 2 ½ Staff Garage - Wisconsin Dells Office, with a loan of \$30,000 from Bank of Mauston or Bank of Wisconsin Dells; and 3) Pickup Truck with Blade & Saltdogg - Adams, with a loan of \$48,000 from Bank of Mauston.

7. Motion passed by unanimous vote increasing mileage reimbursement for employees who have to use their own vehicle, because the agency vehicles are not available, from 50 cents per mile to 55 cents per mile. If an agency vehicle is available, and employees choose to use their own vehicle, mileage reimbursement remains at 40 cents per mile.
8. Fred reported that our agency doors remain closed to the public during the pandemic. We will continue to use Zoom and other meeting options as needed.
9. Fred shared a letter sent to the WISCAP Board President and WISCAP Executive Director expressing concerns over the relationship of WISCAP to an agency involved in a political movement. He has requested a special meeting of the WISCAP Board to clarify their position to remain a part of that agency.
10. Fred will be presenting at the Columbia and Sauk County Budget Hearings next week.
11. Meeting Adjourned - Next Meeting - Friday, October 9, 2020